

KentuckyHistoricalSociety

Lewis and Clark in Kentucky Grants Program



2005-2006 Guidelines and Application



Sponsored by the Kentucky Lewis and Clark Bicentennial Commission and the Kentucky Historical Society. The Kentucky Historical Society is an agency of the Commerce Cabinet.

LEWIS AND CLARK IN KENTUCKY GRANTS PROGRAM

In commemoration of the Lewis and Clark Bicentennial (2003-2006), the Kentucky Lewis and Clark Bicentennial Commission and the Kentucky Historical Society will offer grants up to \$1000. The grants are available to museums, historical organizations, educational institutions, city and county governments, and other community groups. The grants are available for a variety of Lewis and Clark in Kentucky projects such as educational programming, exhibits, community celebrations, and publications.

WHY COMMEMORATE LEWIS AND CLARK IN KENTUCKY?

An especially appropriate place to honor the Corps of Discovery is here in Kentucky. Our state played an important role in the expedition. From Meriwether Lewis and William Clark meeting in Louisville to one-half of the expedition members having Kentucky ties, it is a legacy of which all Kentuckians can be proud.

IN 2003, WHAT DID ORGANIZATIONS IN KENTUCKY DO TO COMMEMORATE LEWIS AND CLARK?

- The Filson Historical Society created an exhibit about Lewis and Clark and related educational programs, such as lectures. They also created a history trunk to be used in local area schools.
- Historic Locust Grove sponsored many events in 2003, including a teacher workshop and "A Taste of Lewis & Clark and Wild Beast Feast."
- Paducah hosted reenactments on the river. Replica boats were set up and schoolchildren toured them.
- The Kentucky Historical Society created a Museums to Go panel exhibit about Lewis and Clark in Kentucky and loaned it to many local history museums.

(For more ideas, visit this Web site: <http://www.lewisandclark1803.com/>)

KENTUCKY COUNTIES WITH LEWIS AND CLARK CONNECTIONS

■■■■ 1803 Ohio River

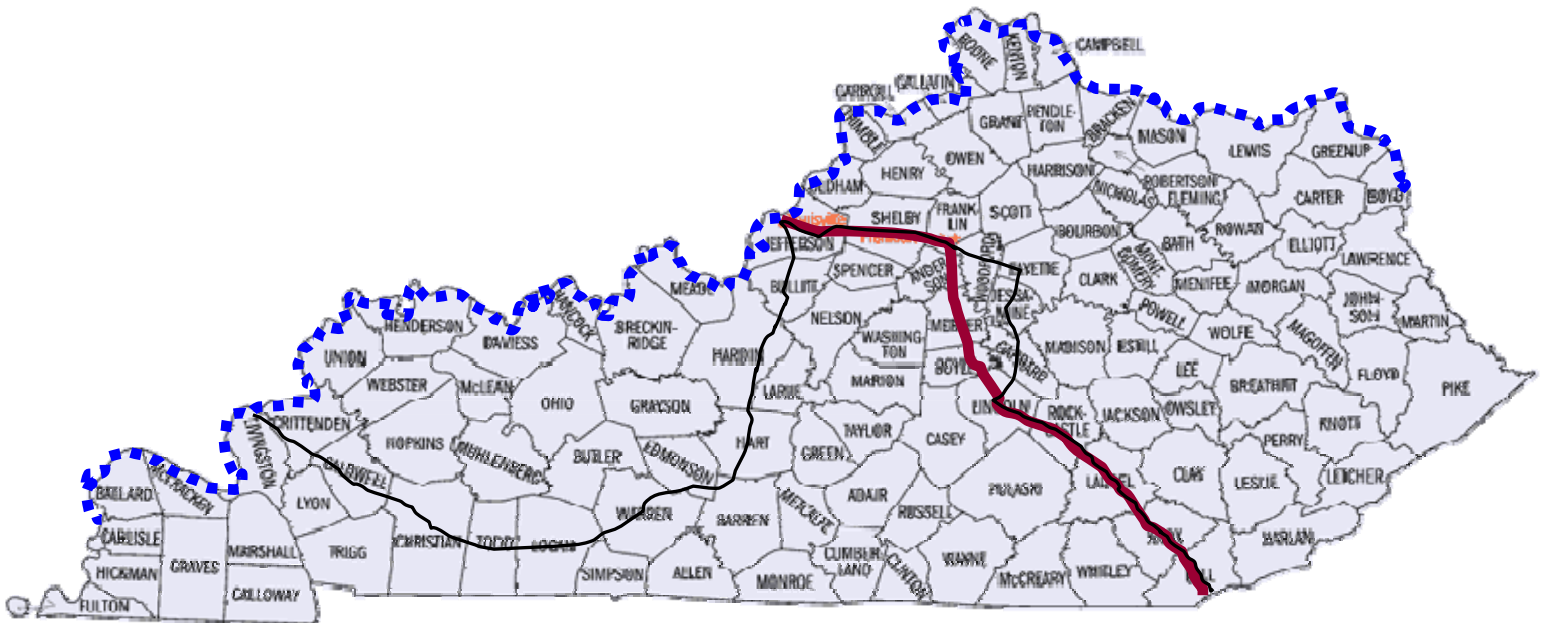
Boyd, Greenup, Lewis, Mason, Bracken, Pendleton Campbell, Kenton, Boone, Gallatin, Carroll, Trimble, Oldham, Jefferson, Hardin, Meade, Breckinridge, Hancock, Daviess, Henderson, Union, Crittenden, Livingston, McCracken, and Ballard

— 1806 Return Trip

Jefferson, Shelby, Franklin, Anderson, Mercer, Boyle, Lincoln, Rockcastle, Laurel, Knox, and Bell

— William Clark's 1809 Trail through Kentucky

Livingston, Crittenden, Caldwell, Christian, Todd, Logan, Simpson, Warren, Edmonson, Barron, Hart, Larue, Hardin, Nelson, Bullitt, Jefferson, Shelby, Franklin, Woodford, Fayette, Jessamine, Garrard, Lincoln, Rockcastle, Laurel, Knox, and Bell



GENERAL INFORMATION

ELIGIBILITY REQUIREMENTS

Organizations that wish to apply for a Lewis and Clark in Kentucky Grant must be nonprofit institutions in Kentucky or affiliated with an educational institution or a city/county government. If nonprofit, a copy of your organization's 501(c)(3) status letter from the IRS must be included with your application.

COMPLETING THE APPLICATION

Complete the two-page cover sheet, budget sheet, and the narrative questions.

MAILING THE APPLICATION

Please mail the **original plus three copies** of the complete application to: Kate Hesseldenz, Kentucky Historical Society, 100 W. Broadway, Frankfort, KY 40601.

DEADLINES

Grants will be accepted on a rolling basis. The Kentucky Historical Society must receive your application 60 days prior to the beginning of your project. You may apply between the months of August 2005 and May 2006. Projects must occur between the months of October 1, 2005 and December 31, 2006. A 50/50 cash or in-kind match is required.

Application Deadline: Rolling Basis

Range of Funds: \$250-\$1000

Notification: One month after you apply

Funds Available: Two months after you apply

Funds Must Be Spent By: December 31, 2006

Final Report Due By: March 31, 2007

EXAMPLE CHART

Application received by KHS	August 1, 2005
Notification	September 1, 2005
Funds available/ Project begin date	October 1, 2005
Funds spent by	December 31, 2006
Final report due	March 31, 2007

APPLICATION GUIDELINES

LEWIS AND CLARK IN KENTUCKY GRANTS

Grants may be used by a museum or history organization, a city or county government, or other community organization for a project that helps to increase public appreciation and awareness of some aspect of Lewis and Clark in Kentucky history. They may also be used to develop Lewis and Clark in Kentucky related exhibits or educational programs for the public or for schools.

EXAMPLES OF ACCEPTABLE USES OF FUNDS

- **COMMUNITY CELEBRATION OR FESTIVAL** – pay for costs associated with developing a Lewis and Clark community celebration, festival, or other activity that brings attention to Kentucky's or your area's Lewis and Clark history.
- **HISTORY RESEARCH/PUBLICATION** – pay for costs associated with producing a book, brochure, or pamphlet about Lewis and Clark in Kentucky. Funds may be used to hire staff to conduct research for the project, pay design, layout, or printing costs of a publication, or produce promotional material.
- **COMMUNITY HISTORY TOURS** – pay for costs associated with developing or promoting tours of the Lewis and Clark historical aspects of a community, including walking and driving tours. Funds may be used to develop or print brochures, hire support staff, or purchase equipment necessary to carry out the tours.
- **LEWIS AND CLARK EXHIBITS** – hire a consultant/designer to plan an exhibit; hire someone to construct and/or install a new exhibit; purchase exhibit cases or display equipment; pay for printing costs of exhibit labels; pay for reproductions of photos, maps, or other graphics for an exhibit; pay a scholar to research information for an upcoming exhibit; pay for the printing of an exhibit catalog.
- **LEWIS AND CLARK INTERPRETIVE MARKERS/WAYSIDE EXHIBITS** – hire a consultant/designer to plan interpretive trail markers or wayside exhibits; hire someone to construct and/or install the markers or exhibits; pay for reproductions of photos, maps, or other graphics; pay a scholar to research information for the wayside exhibits or markers.
- **LEWIS AND CLARK PUBLIC OR SCHOOL PROGRAMS** – pay for the costs of bringing in speakers or demonstrators for a lecture, seminar, fair, or other educational program; pay for living-history presenters or pay for costs to produce a dramatic play or musical performance; purchase supplies required for an educational program; print materials to be used as handouts in a museum or at a public program; pay for brochures or mailing expenses to market a program or series of programs.

INSTRUCTIONS

1. Complete the Two-Page Cover Sheet (pages 7 and 8).

DON'T FORGET TO:

A. Get the signature of an authorizing official from your institution. Note that the project director may not sign as the authorizing official.

C. Provide your federal ID number. If a nonprofit organization, please provide a copy of your 501(c)(3) status letter from the IRS.

2. Complete the grant budget page (page 9).

3. Complete the narrative questions (page 10).

4. Optional: Supporting materials

If you wish, you may include materials that support your application, such as photographs, an organizational brochure, or other materials. Up to two letters of support from members of your community may also be enclosed.

5. Copies: Please send the original plus **three copies** of the complete grant package to the Kentucky Historical Society. Grant applications without the additional copies will be considered incomplete.

Mail application to:

Kate Hesseldenz
Kentucky Historical Society
100 W. Broadway St.
Frankfort, KY 40601

Questions? For more information about your grant application, please contact Kate Hesseldenz at 502-564-1792, ext. 4477 or kate.hesseldenz@ky.gov.

LEWIS AND CLARK IN KENTUCKY GRANT APPLICATION

COVER SHEET (required for all applications)

Type of Institution:

- ☐ Nonprofit organization
- ☐ Educational institution
- ☐ Government institution

KHS Office Only:

Date received _____
Grant App.# _____
Complete _____
Orig/3 copies _____

Organization Name _____

Address/City/State/Zip _____

Phone Number _____ **Fax Number** _____

Grant Project Director _____

Address/City/State/Zip _____

Phone Number _____ **Fax Number** _____

E-mail Address _____

Signature of institution official

Print name and title

(Note: The project director is not eligible to sign as the institution official)

AMOUNT OF FUNDS REQUESTED FROM LEWIS AND CLARK GRANT \$ _____

AMOUNT OF CASH MATCH FROM ORGANIZATION (IF ANY) \$ _____

Total Cost of Project \$ _____

Organization's Federal ID number: _____

If a nonprofit organization, please include a copy of your 501(c)(3) status letter from the IRS with this application.

Name and Address of Local Newspaper _____

State Senate District _____ **State House District** _____

U. S. Congressional District _____

COVER SHEET (page 2) – required for all applications

1. Title of Project:

2. Brief Description of Project (two-three sentences):

3. Project Timetable:

Start date of the project _____

Completion date _____

4. Organizational Questions:

a. What is the mission of your organization?

b. What services does your organization provide to your community?

LEWIS AND CLARK IN KENTUCKY GRANT BUDGET

Please give a detailed list of all items to be purchased with grant funds and matching funds. You may create your own form as long as all the categories below are included.

List items that grant funds, cash match, and in-kind matching funds are to be used for.	Amount from grant funds	Amount from in-kind match	Amount from cash match	Total amount for item
Personnel/Consulting Fees				
Travel, Lodging, Registration Fees				
Supplies, Materials, and Equipment				
Postage and Printing				
Services				
Space Rental				
Other				
Totals	Total from grant funds	Total from in-kind match	Total from cash match	Total for project

NARRATIVE QUESTIONS

Please answer the narrative questions. Retype each question before answering it. Total length for all narrative questions should be no longer than four pages.

- 1) Describe the proposed project.
- 2) Describe the goal of the proposed project and how the project will promote awareness and appreciation of the history of Lewis and Clark in Kentucky.
- 3) How will the public benefit from this project?
- 4) Briefly describe how the funds will be used to implement the project.
- 5) Who is the project director and what are his/her qualifications for this project?
- 6) Name any other key personnel for this project and briefly describe his/her qualifications.
- 7) How will you publicize this project to your community?
- 8) How will you evaluate the project?

APPLICATION CHECKLIST

HAVE YOU INCLUDED?

- _____ Cover sheets with official signature
- _____ Completed narrative (one-four pages)
- _____ Completed budget page
- _____ Copy of your organization's 501(c)(3) status letter
- _____ Any required or optional supporting materials
- _____ Original plus three additional copies of the complete grant application

MAIL COMPLETED APPLICATION TO:

Warren Greer
Kentucky Historical Society
100 W. Broadway St.
Frankfort, KY 40601

Application may also be faxed to: 502-564-0475